

Message Text

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R 052031Z AUG 75

FM SECSTATE WASHDC

TO CINCPACREP/GUAM TTPI MI

WAKE ISLAND

CAMP PENDLETON

FT CHAFFEE

EGLIN AFB

INDIANTOWN GAP

UNCLAS STATE 184652

WAKE ISLAND FOR STATE REP

E.O. 11652: N/A

TAGS: SREF

SUBJECT: PERFORMANCE EVALUATION REPORTS AND INCENTIVE

AWARDS (A.I.D. EMPLOYEES)

FOR SENIOR CIVIL COORDINATORS

A. PERFORMANCE EVALUATION REPORTS

1. SUPERVISORS ARE REMINDED OF THEIR CONTINUING
RESPONSIBILITY TO PREPARE PERFORMANCE REPORTS ON A.I.D.
FOREIGN SERVICE PERSONNEL.

2. ALTHOUGH THERE IS NO REQUIREMENT FOR A FULL PERFORMANCE
REPORT FOR PERIODS OF LESS THAN 90 DAYS, AID HANDBOOK,
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CHAPTER 10, REQUIRES A NARRATIVE, IN MEMORANDUM FORM, FOR
TDY ASSIGNMENTS OF LESS THAN 90 DAYS BUT MORE THAN 30 DAYS,
COVERING THE PERFORMANCE OF AN EMPLOYEE. THIS NARRATIVE
SHOULD OUTLINE THE EMPLOYEE'S DUTIES, SCOPE OF RESPONSI-

BILITIES AND LEVEL OF PERFORMANCE. UPON RECEIPT OF SIGNATURE OF BOTH THE RATING AND RATED EMPLOYEES, THE MEMORANDUM SHOULD BE FORWARDED TO PM/FSP FOR INCLUSION IN THE RATED EMPLOYEE'S OFFICIAL FILE.

3. WE REALIZE THERE ARE HEAVY TIME CONSTRAINTS ON ALL IATF STAFF AND THE COMPOSITION OF THE IATF IS IN CONSTANT FLUX BECAUSE OF TURNOVER AND INTERNAL MOBILITY IN THE ORGANIZATION. HOWEVER, IT IS VERY IMPORTANT TO DOCUMENT THE PERFORMANCE RECORD OF AN EMPLOYEE.

4. PERSONNEL OFFICERS AT THE CAMPS SHOULD IMMEDIATELY ESTABLISH SYSTEMS AND PROCEDURES WHICH WILL INSURE EFFECTIVE PERFORMANCE EVALUATION REPORTING.

B. A.I.D. INCENTIVE AWARDS PROGRAM.

1. YOU ARE ALSO REMINDED THAT A.I.D. EMPLOYEES MAY BE RECOGNIZED FOR EXCEPTIONALLY OUTSTANDING SERVICE THROUGH THE AGENCY'S INCENTIVE AWARDS PROGRAM. KISSINGER

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To: CINCPACREP GUAM TTPI MI
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